FI$Cal

One state. One system.

FI$Cal Project: Statewide Emergency Procurement & Expenditure Tracking Update

June 22, 2017

Introductions

1. DGS Team (R2016)
2. OES Team (R2017)
3. Military Department (R2017)
4. CALFIRE Team (R2018)
5. Department of Public Health Emergency Preparedness Office (2018)
6. EMSA (Wave 2) CFS
7. FI$Cal Team
8. Accenture Team

Agenda

1. Meeting Objective – Josh
2. Recap of Approach
3. Recap of Solution
4. Points for Discussion
5. System Demo
6. Questions

Meeting Objective

To recap the solution for Statewide Emergency Procurement & Expenditure Tracking post UAT activities, and discuss any open items

Agenda

1. Meeting Objective
2. Recap of Approach – Josh
3. Recap of Solution
4. Points for Discussion
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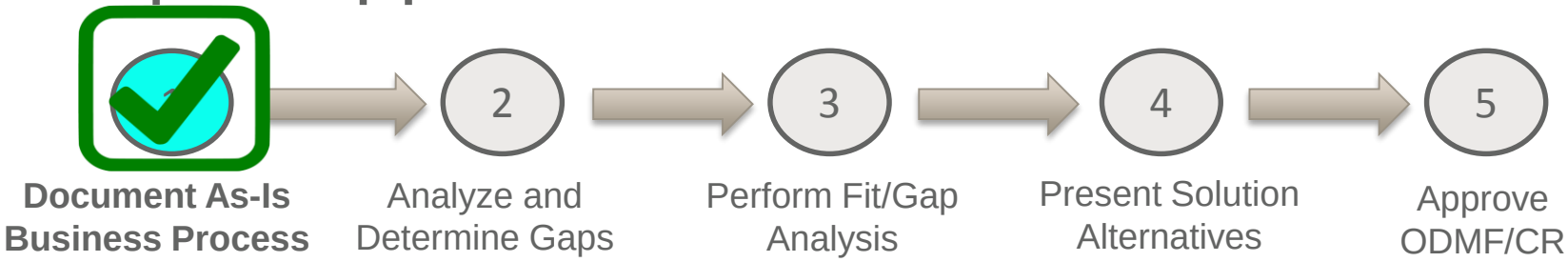
Recap of Approach

FI$Cal proposed the following 5-step approach to finalize Analyze activities around Statewide Emergency Procurement & Expenditure Tracking:

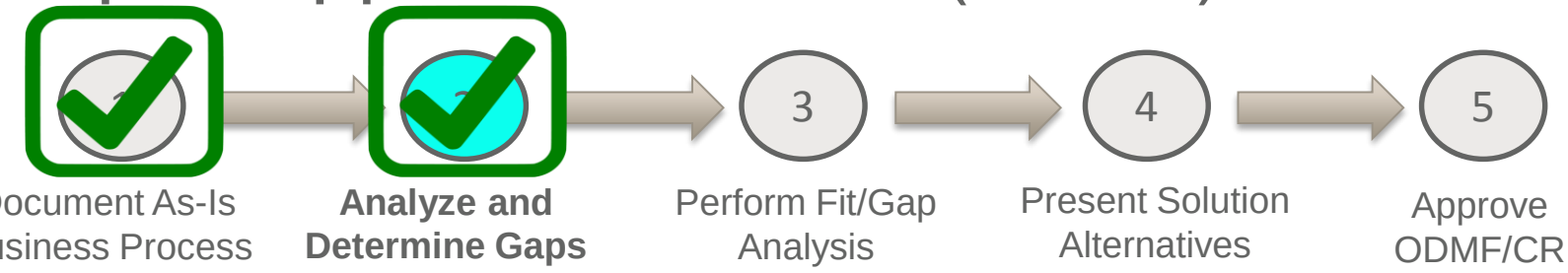
1. Document As-Is Business Process
2. Analyze and Determine Gaps
3. Perform Fit/Gap Analysis
4. Present Solution Alternatives
5. Approve ODMF/CR

Recap of Approach: Details



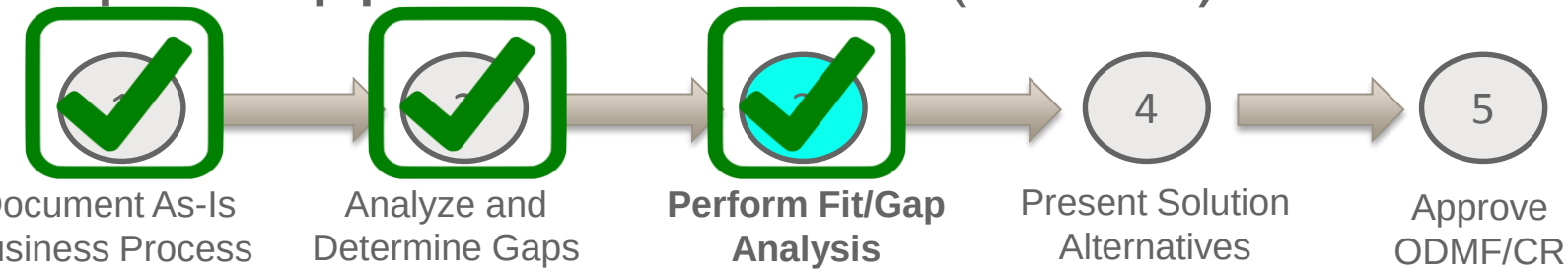
#	Task	Owner	FI$Cal Audience	Dept Audience	Timeline
1	**Document the As-Is Business Process** • Establish Emergency • Procure to Pay • Expenditure Tracking (how to use the PC ChartFields for tracking expenditures) • Labor Tracking • Reimbursements • Critical Assets	Tamara	State	1. DGS (R2016) 2. OES (R2017) 3. Military (R2017) 4. Department of Public Health Emergency Preparedness Office (R2017) 5. CalFire (R2018)	Oct-Nov 2016

Recap of Approach: Details (cont'd)



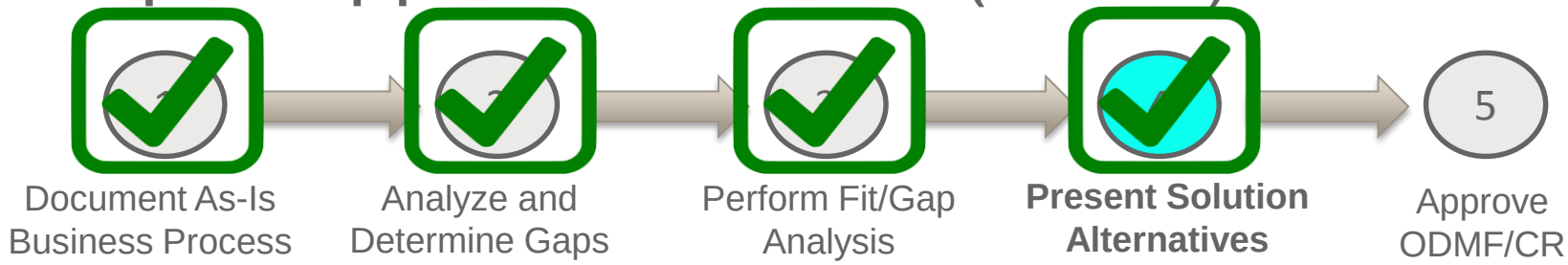
#	Task	Owner	FI$Cal Audience	Dept Audience	Timeline
2	**Analyze and Determine Gaps** • Craft requirements from the as-is sessions (or map to existing requirements)	Tamara, Jon	State, Accenture	n/a	Dec 2016

Recap of Approach: Details (cont'd)



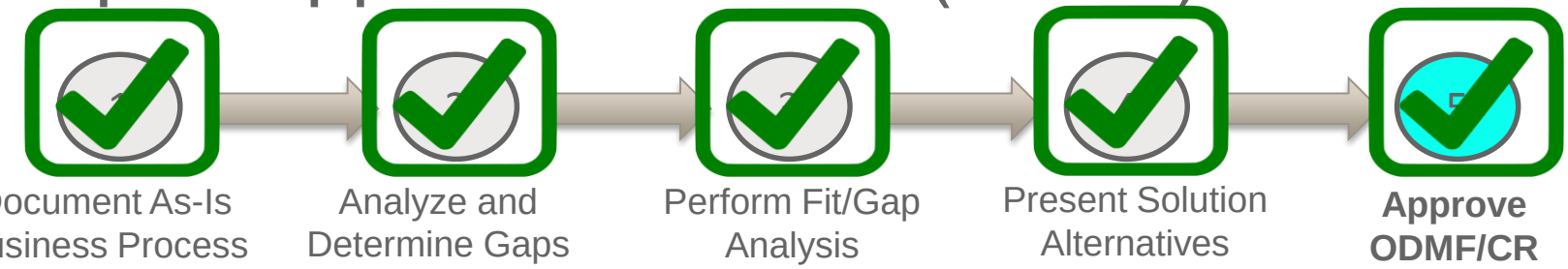
#	Task	Owner	FI$Cal Audience	Dept Audience	Timeline
3	**Perform Fit/Gap Analysis** • Review the requirements and determine whether the system meets them out of the box or if a gap (e.g., BPR, RICEF, etc.)	Tamara, Jon	State, Accenture	n/a	Dec 2016

Recap of Approach: Details (cont'd)



#	Task	Owner	FI$Cal Audience	Dept Audience	Timeline
4	**Present Solution Alternatives** • Bring forward any open questions we have from solution discussions • Present alternatives for how to do business in FI$Cal • Gain agreement on recommended solution(s)	Tamara, Jon	State, Accenture	1. DGS (R2016) 2. OES (R2017) 3. Military (R2017) 4. Department of Public Health Emergency Preparedness Office (R2017) 5. CalFire (R2018)	Jan 2017

Recap of Approach: Details (cont'd)



#	Task	Owner	FI$Cal Audience	Dept Audience	Timeline
5	**Approve ODMF/CR** • ODMF 1748 approved for July 2017 delivery • CR00647 approved for July 2017 delivery	Tamara, Jon	State, Accenture	n/a	Mar 2017

Solution was built based on Step 4 (*Present Solution Alternatives*) discussion in January 2017

Agenda

1. Meeting Objective
2. Recap of Approach
3. Recap of Solution – Leads
4. Points for Discussion
5. System Demo
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Present Solution Alternatives

The following process areas will be discussed:

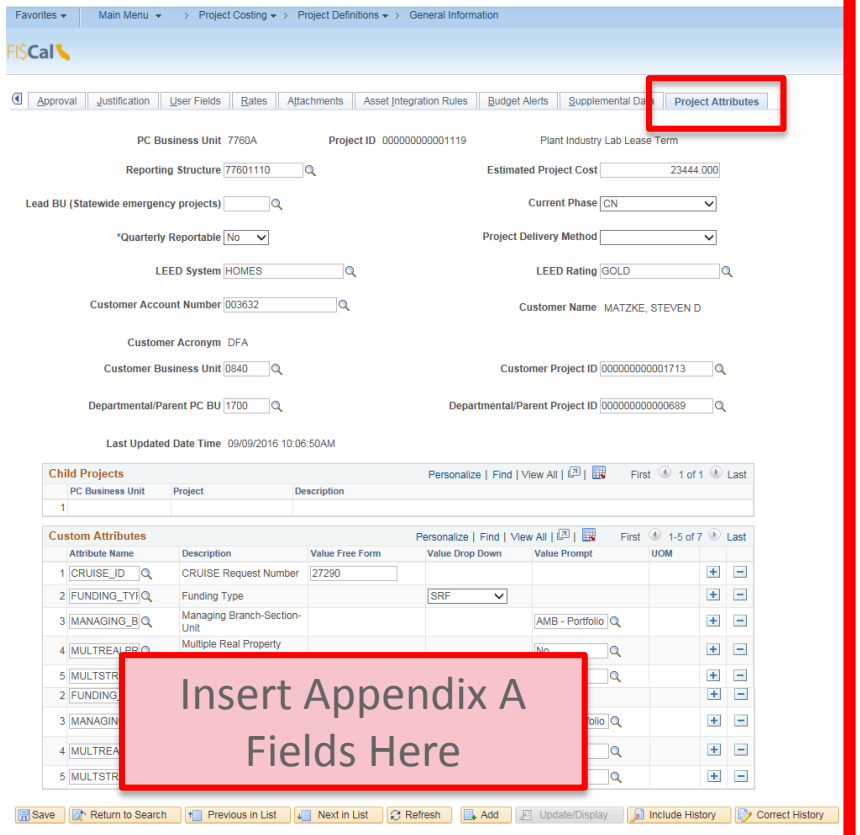
1. Establish Emergency
2. Procure to Pay
3. Expenditure Tracking
4. Labor Tracking
5. Reimbursements
6. Critical Assets

Process #1: Establish Emergency

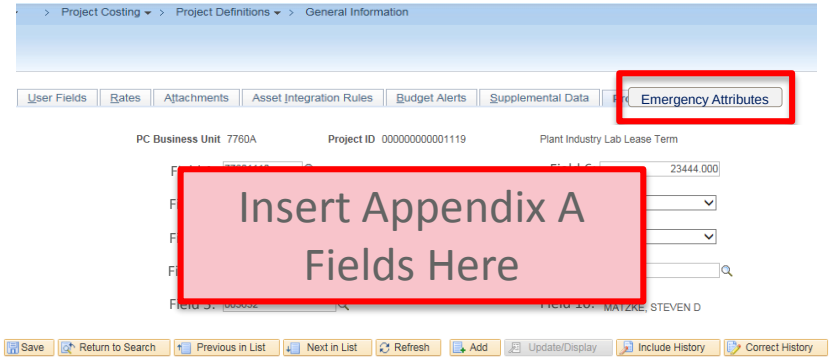
Summary	This includes the steps and process associated with establishing the emergency, including what tasks are performed at the department level and what tasks are performed by a coordinating entity.
Key Findings	• Emergency Departments need a way to track the emergency before, during and after it is officially declared • OES will be the POC for creating a Statewide Incident Number
Path Forward	• Project ID and Activity ID will be defined by department and use the current department-defined naming protocols for departmental incidents • Source Type, Category and SubCategory will be defined by departments • Statewide Incident ID will be defined by OES (linked to Project ID) • Emergency Attributes to be added to Projects are included in this deck
Decision Made	• For Decision A: **Option 2 - Create a new Emergency Attributes page** • For Decision B: **Option 2 - Track Incident Date on Emergency Attributes page (*Incident Start and Incident End Date*)**

Process #1: Decision A

Option 1: Use existing Project Attributes page > Custom Attributes table

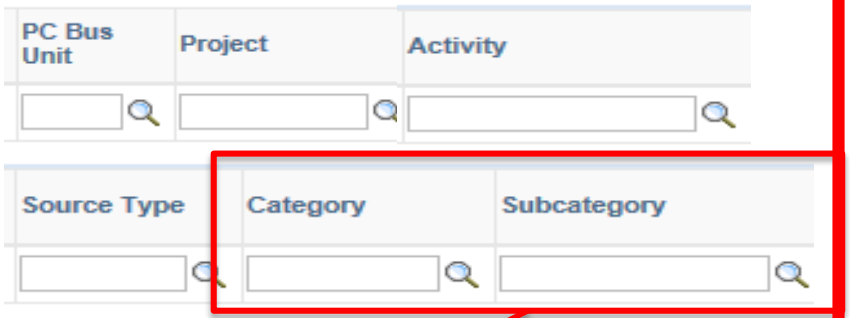


Option 2: Create a new Emergency Attributes page



Process #1: Decision B

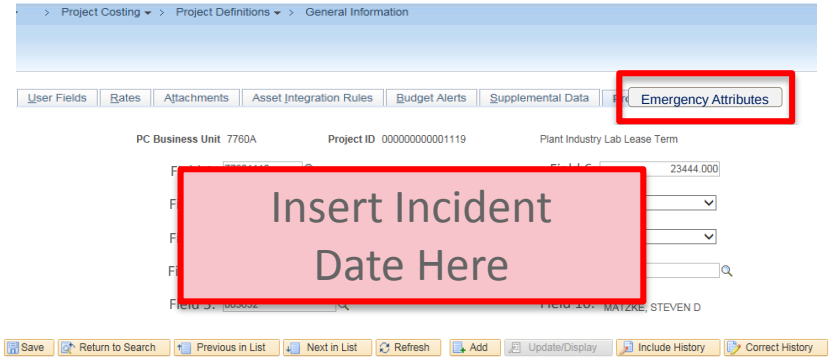
Option 1: Track Incident Date on Transaction as a Project ChartField



This field is limited to 5 characters, so would need to be "MM_DD" only; year can be stored elsewhere, but not on transaction

This would be on the transaction

Option 2: Track Incident Date on Emergency Attributes page



This would not be on the transaction

Process #2: Procure to Pay

Summary	This includes the full procurement to pay (P2P) process, including sourcing, requisitions, purchase orders, receiving, accounts payable, p-cards and payments
Key Findings	• During emergencies, most procurements are happening outside of the system, and the financial transactions will happen later • Emergency Departments will not have time, in an emergency, to process contracts, requisitions, purchase orders, receipts, or vouchers in FI$Cal • On the procurement side, policy will continue to drive process
Path Forward	• Emergency Departments should continue to make emergency, time-sensitive purchases outside of FI$Cal, as they do today; they will use whatever process is in place today: P-Cards (payments), issuing paper-form POs (POs), etc. • Emergency transaction details needed in FI$Cal will be entered after
Decision Made	• None

Process #3: Expenditure Tracking

Summary	This includes the identification of data elements required to be captured in the system to assist with expenditure tracking and reporting.
Key Findings	• Emergency Departments have several data elements that are needed in the system to aid in reporting (Federal, State, Local, etc.) • Not all of these fields currently reside in FI$Cal • Emergency reporting will be an issue if these fields are not on reports

Path Forward	• FI$Cal has mapped all requested emergency data elements to existing or new fields in FI$Cal
	• FI$Cal will initially build two (2) emergency reports that pull in this info:
	  ○ Department Incident Details Report
	  ○ Statewide Incident Details Report

Decision Made	• For Decision C: **Option 2 -** Perform Detailed Report Analysis

Process #3: Decision C

Option 1: Use Initial List of Reports

- **Department Incident Details Report** – emergency expenditures and billing details by Departmental Incident (ACT, BIL, BLD details in PROJ_RESOURCE, related project info, emergency attributes, etc.)
- **Statewide Incident Details Report** – emergency expenditures and billing details by Statewide Incident; this would be the statewide "picture" (ACT, BIL, BLD details in PROJ_RESOURCE, related project info, emergency attributes, etc.)

Option 2: Perform Detailed Report Analysis

- In addition to Option 1, perform a detailed analysis during the R2017d UAT phase of the project, and confirm what additional reports are needed to be delivered during the R2018d window.

Process #4: Labor Tracking

Summary	This includes the process of tracking departmental resource time and labor, including processing timesheets and distributing payroll costs across emergency projects.
Key Findings	• Emergency Departments seemed comfortable with the current LD functionality/features presented during the session • LD transactions will need to include the Project ID and Activity ID for tracking purposes (against Department Incidents) • No additional gaps were identified
Path Forward	• Emergency Departments will use the current functionality as is, with no requested changes to account for emergency procurement and expenditure tracking
Decision Made	• None

Process #5: Reimbursements

Summary	This includes the process of tracking project/emergency-related reimbursements (e.g., Federal Reimbursements)
Key Findings	• Emergency Departments seemed comfortable with the project-related reimbursement functionality/features presented during the session • No additional gaps were identified during the session
Path Forward	• Emergency Departments will use the current functionality as is, with no requested changes to account for emergency procurement and expenditure tracking
Decision Made	• None

Process #6: Critical Assets

Summary	This includes the process of tracking critical assets (helicopters, tankers, etc.) during times of emergency (e.g., quickly deploy available, nearby assets)
Key Findings	• Emergency Departments wanted the ability to do consumable inventory management (e.g., use PeopleSoft Inventory module) in FI$Cal • Emergency Departments wanted the ability to track real-time location of critical asset (e.g., GIS) in FI$Cal • Some Emergency Departments (e.g., OES) wanted to see assets statewide
Path Forward	• Our AA solution doesn't track inventory or real-time asset location • Security can be granted for statewide reporting, with project approval • Emergency Departments will use the current AM functionality as is • FI$Cal doesn't have SF 428 Report; continue to be manually generated • We do have an Asset Audit Report in FI$Cal, as requested • We have an Asset Details by Location Report in FI$Cal, as requested – this report may be an input into a 3rd party asset tracking system
Decision Made	• None

Agenda

1. Meeting Objective
2. Recap of Approach
3. Recap of Solution
4. Points for Discussion – Gina
5. System Demo
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Points for Discussion

Topic	Request	Response
1	Statewide Incident # – ability to set up incident number, incident name via FSC, or giving OES access; once it is set up, it needs to be a drop down or prompt to pick instead of manually entering	This may be implemented as a future enhancement assuming it is clear that someone would be responsible for centrally maintaining this value before departments can transact with it.
2	Incident Location (County), State Assembly District, State Senate District, Federal District to move to the custom attributes section due to multiple	By moving these to the custom attributes section, some departments may not include these on basic emergencies (it would require them to select the configured value, and then enter the location, districts, etc.). Recommend keeping where is, but if a new custom attribute needs to be created for another emergency location or district, this can be added.

Points for Discussion

Topic	Request	Response
3	One new value “STATEWIDE” to be added in the incident location (County), State Assembly District, State Senate District	This is OK; let’s log an RTC enhancement request and do this before July go live.

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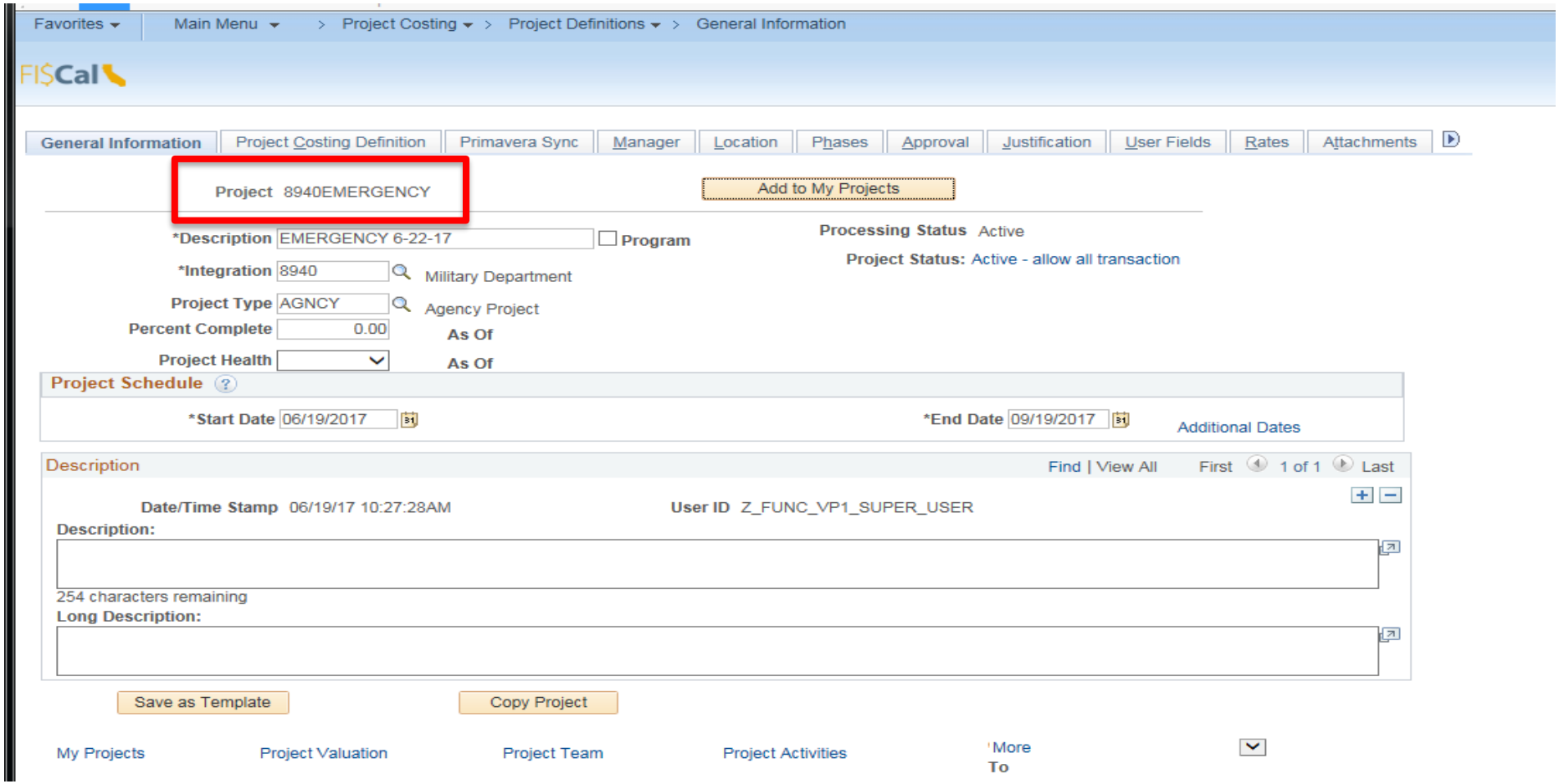
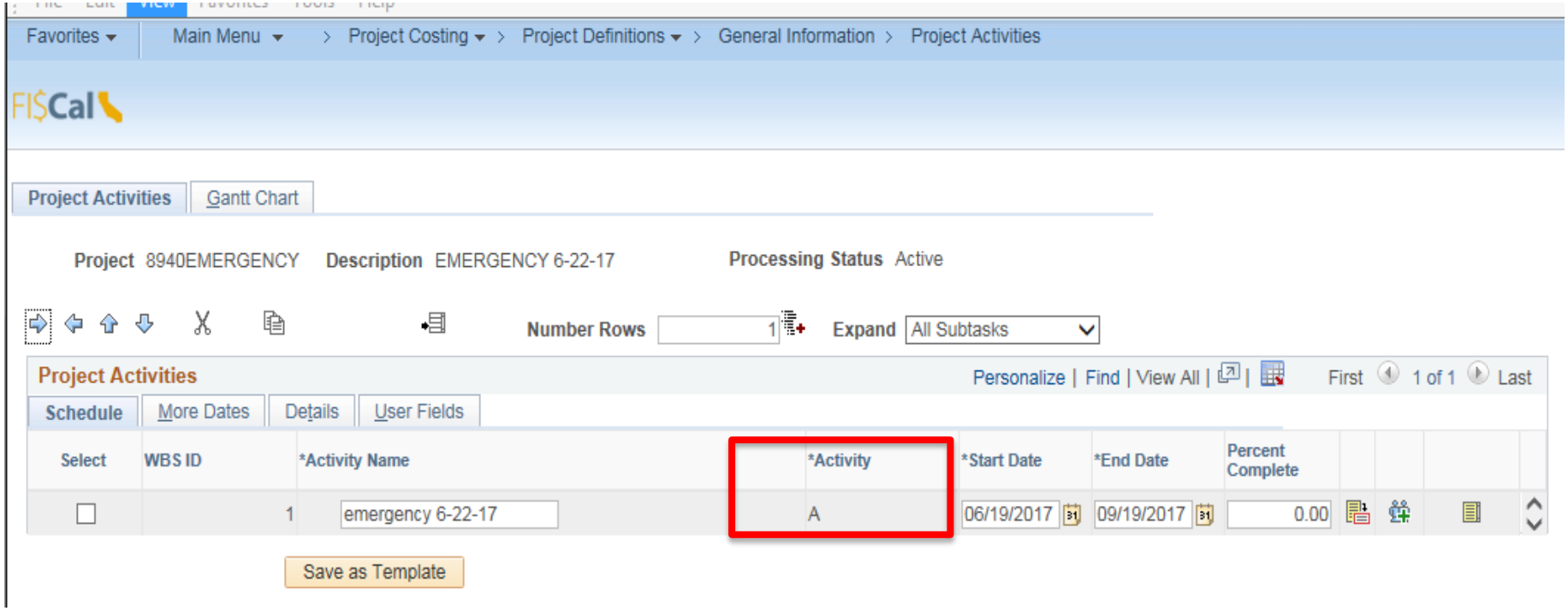
System Demo

1. End to End Scenario
   - Emergency Expenditure Tracking
   - Emergency Expenditure Reporting

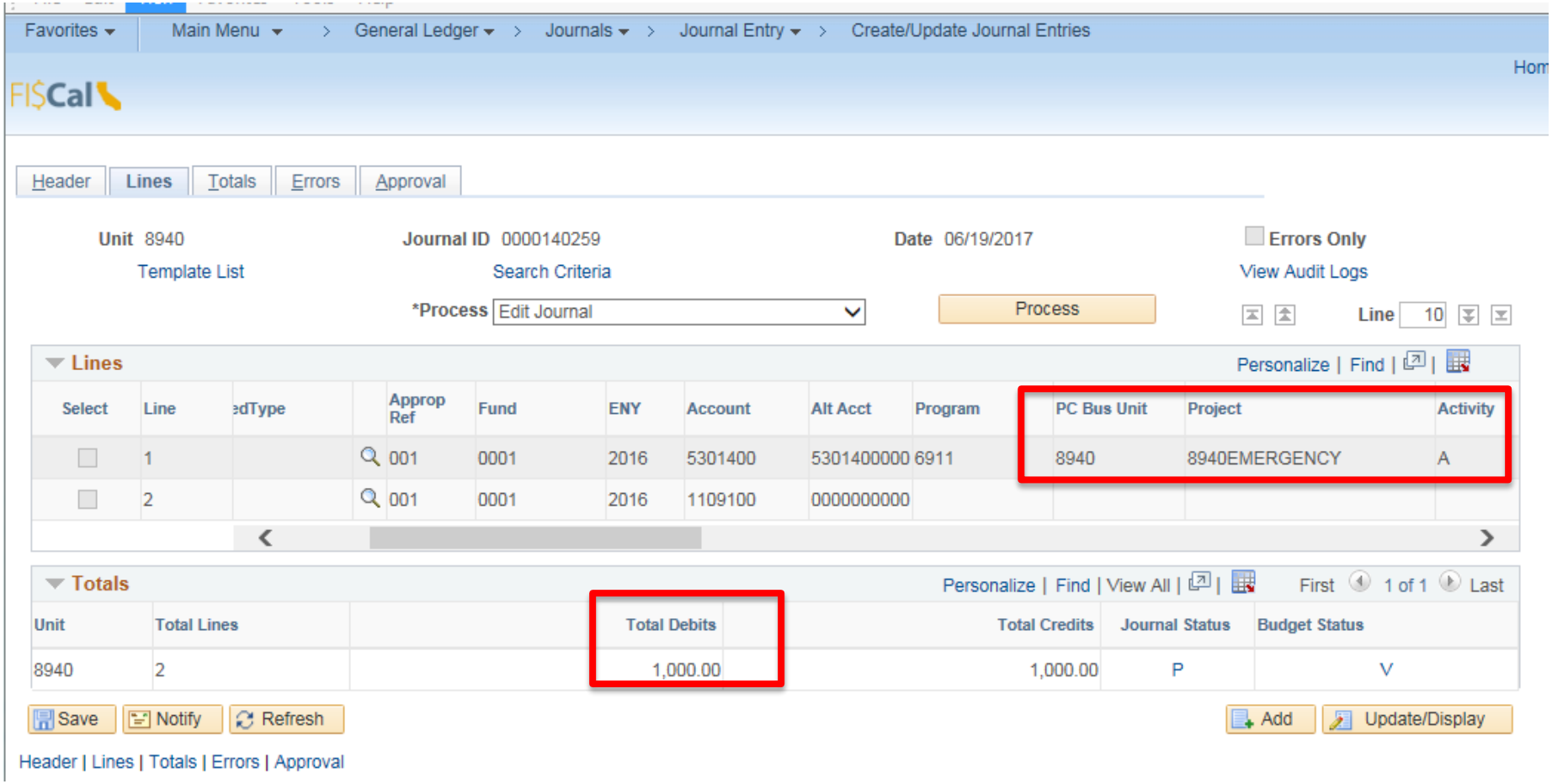
Step 1: Enter Departmental Project ID



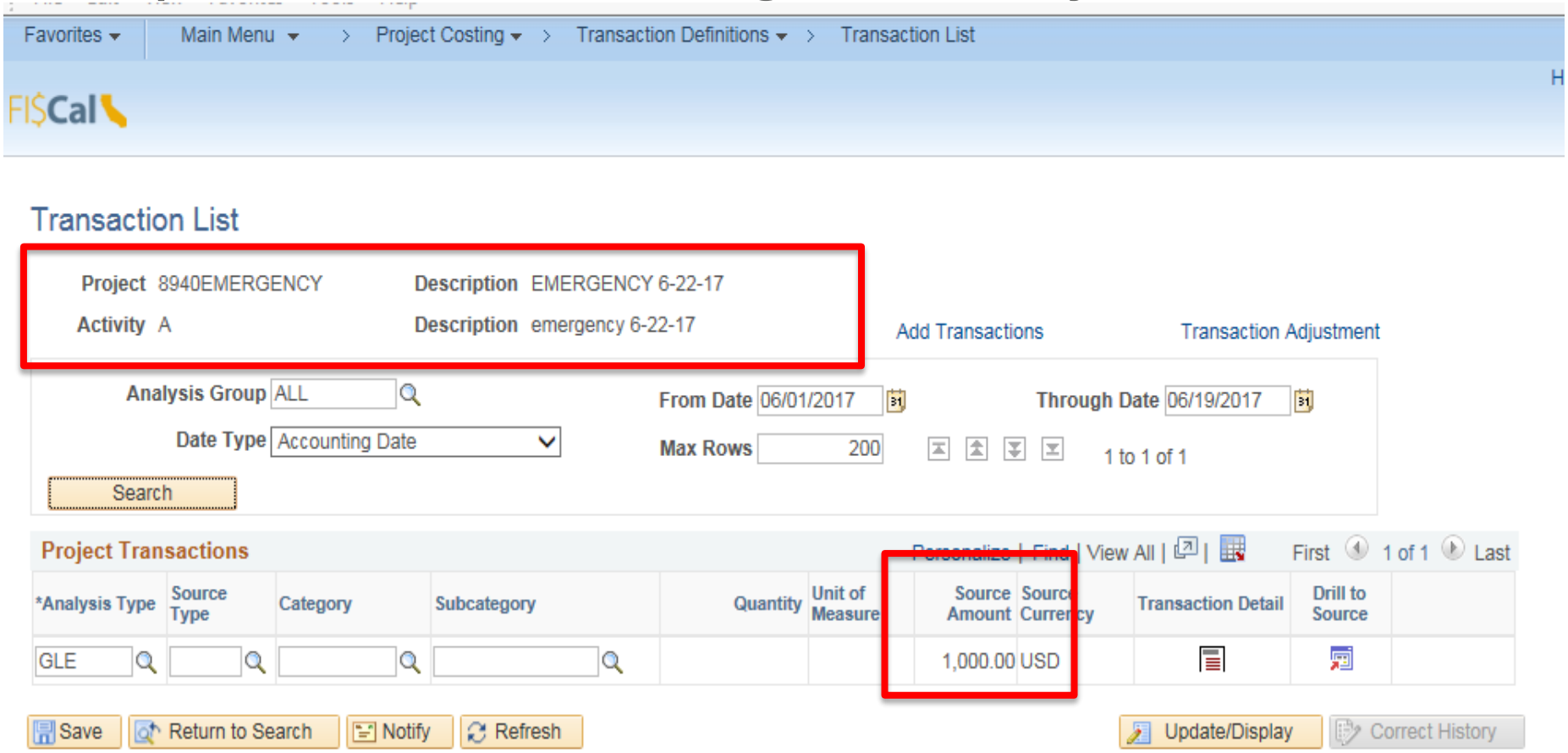
Step 2: Enter Departmental Activity ID



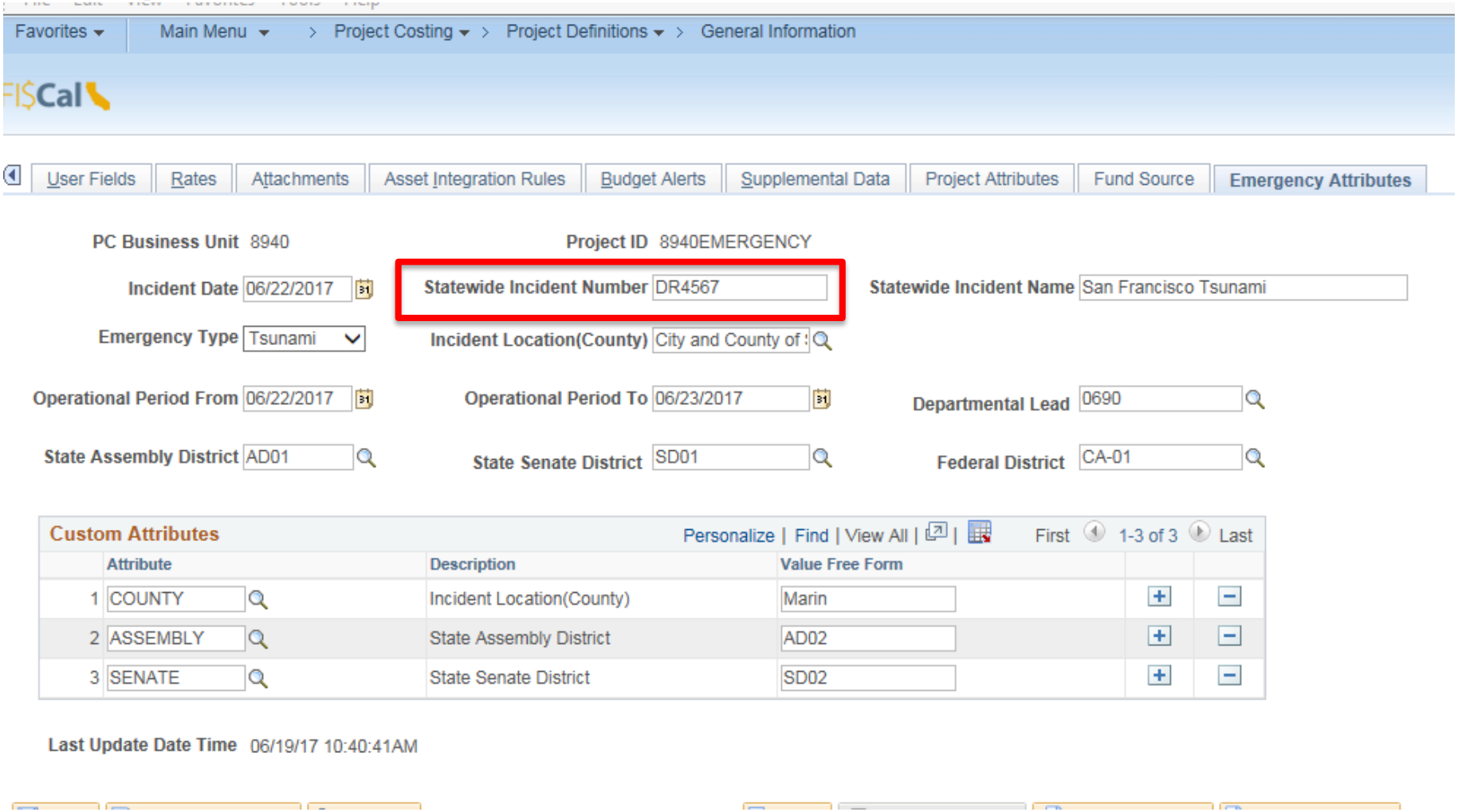
Step 3: Enter Expenditure #1 Against Project



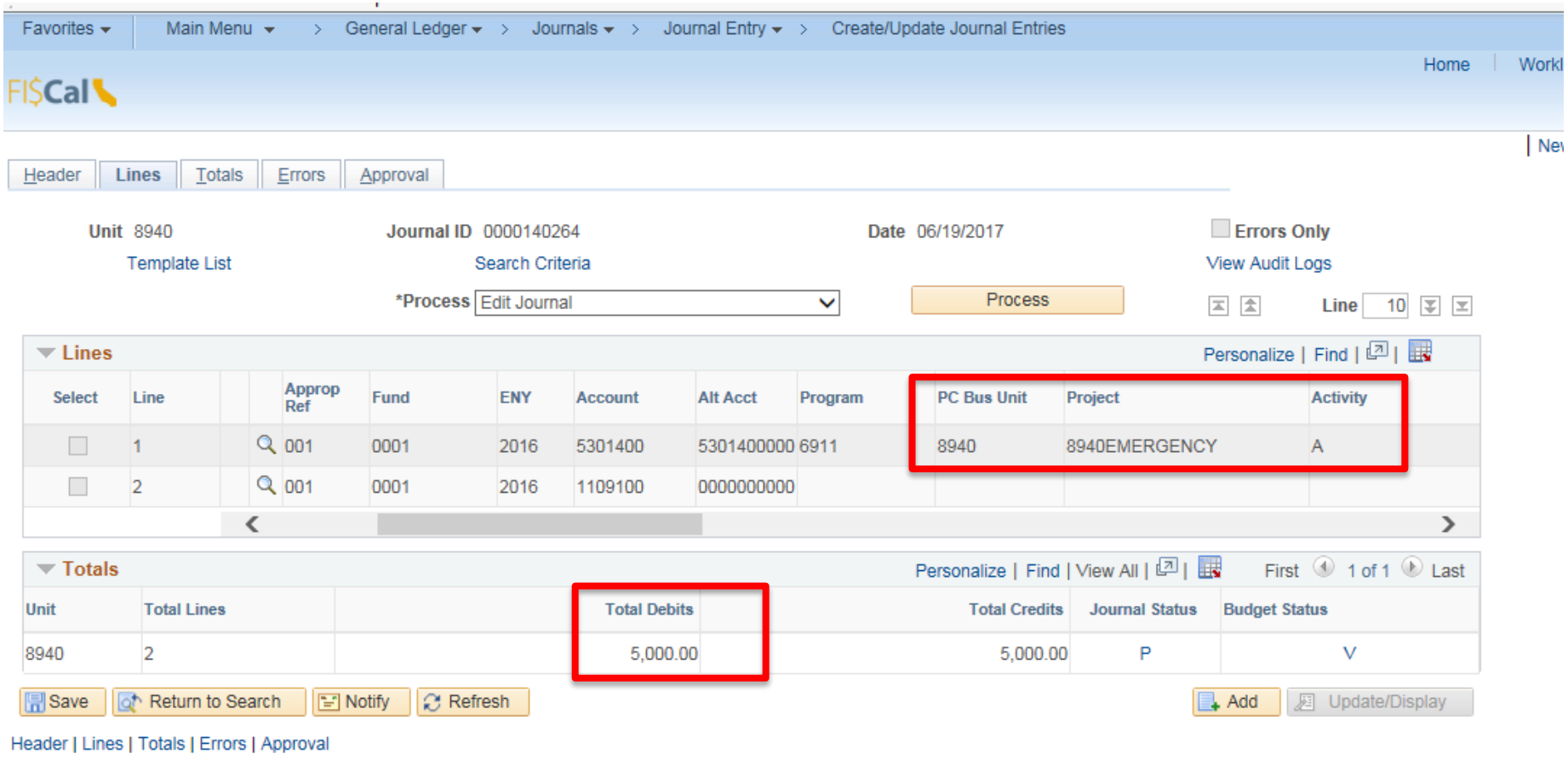
Step 4: Collect Cost Against Project



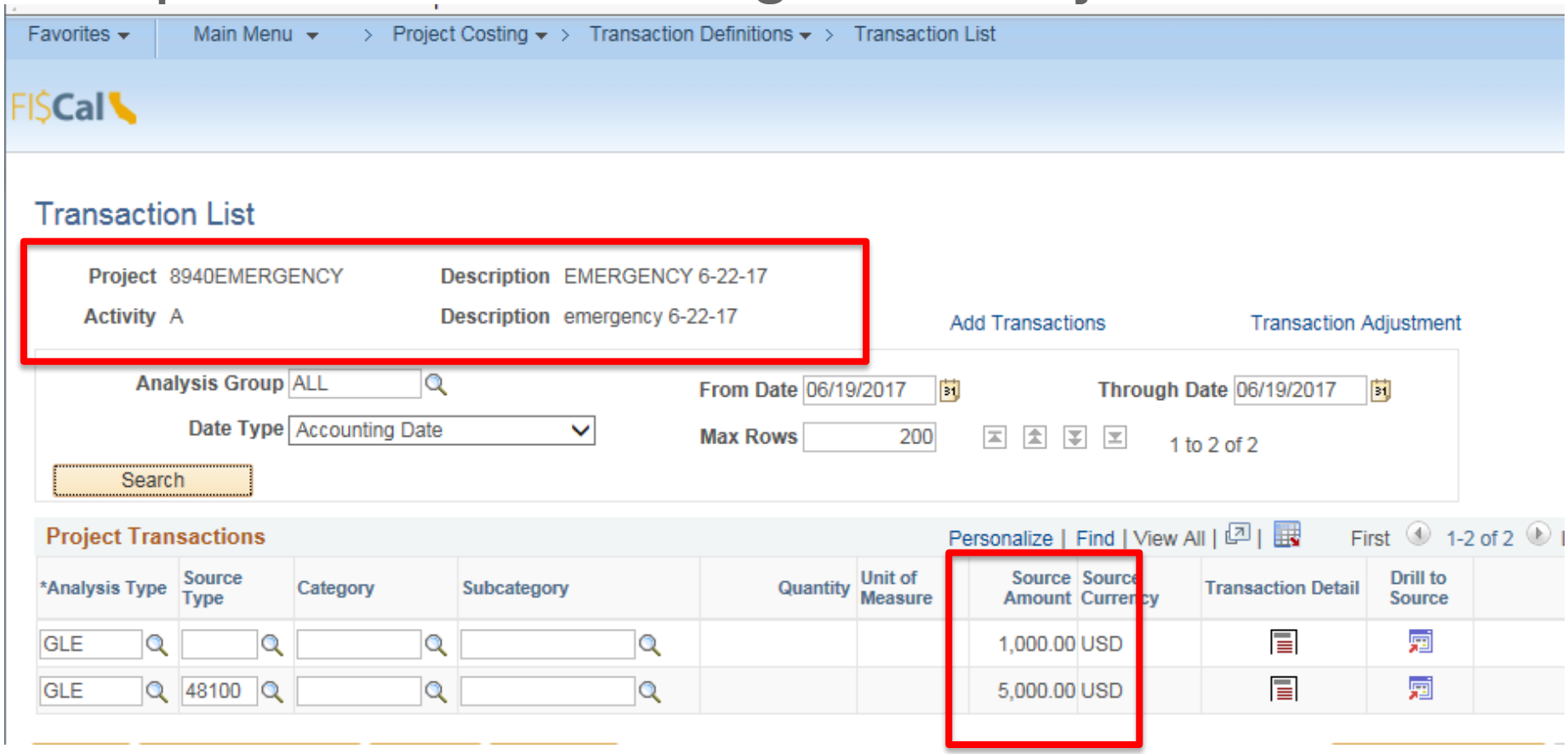
Step 5: Statewide Incident Declared



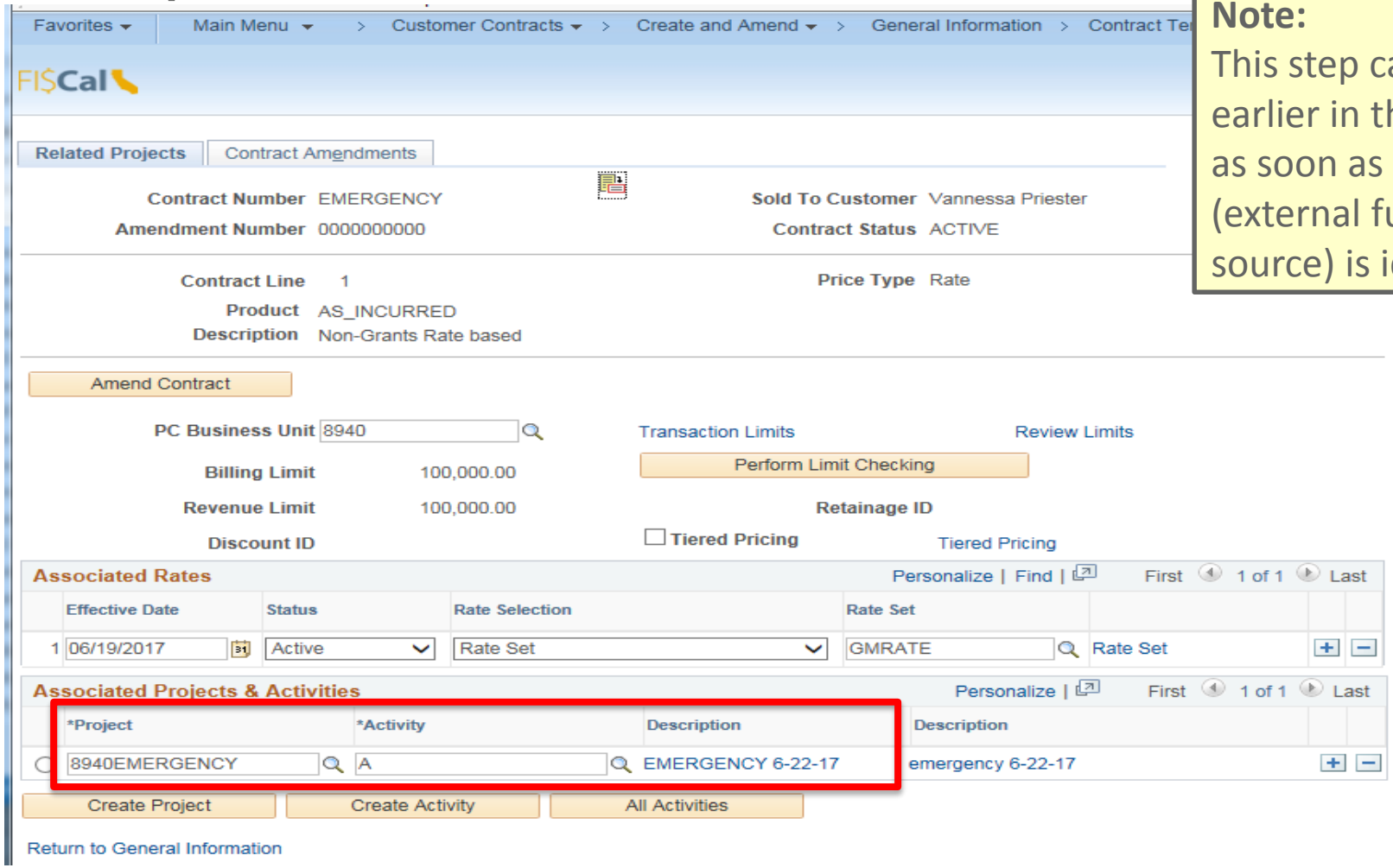
Step 6: Enter Expenditure #2 Against Project



Step 7: Collect Cost Against Project

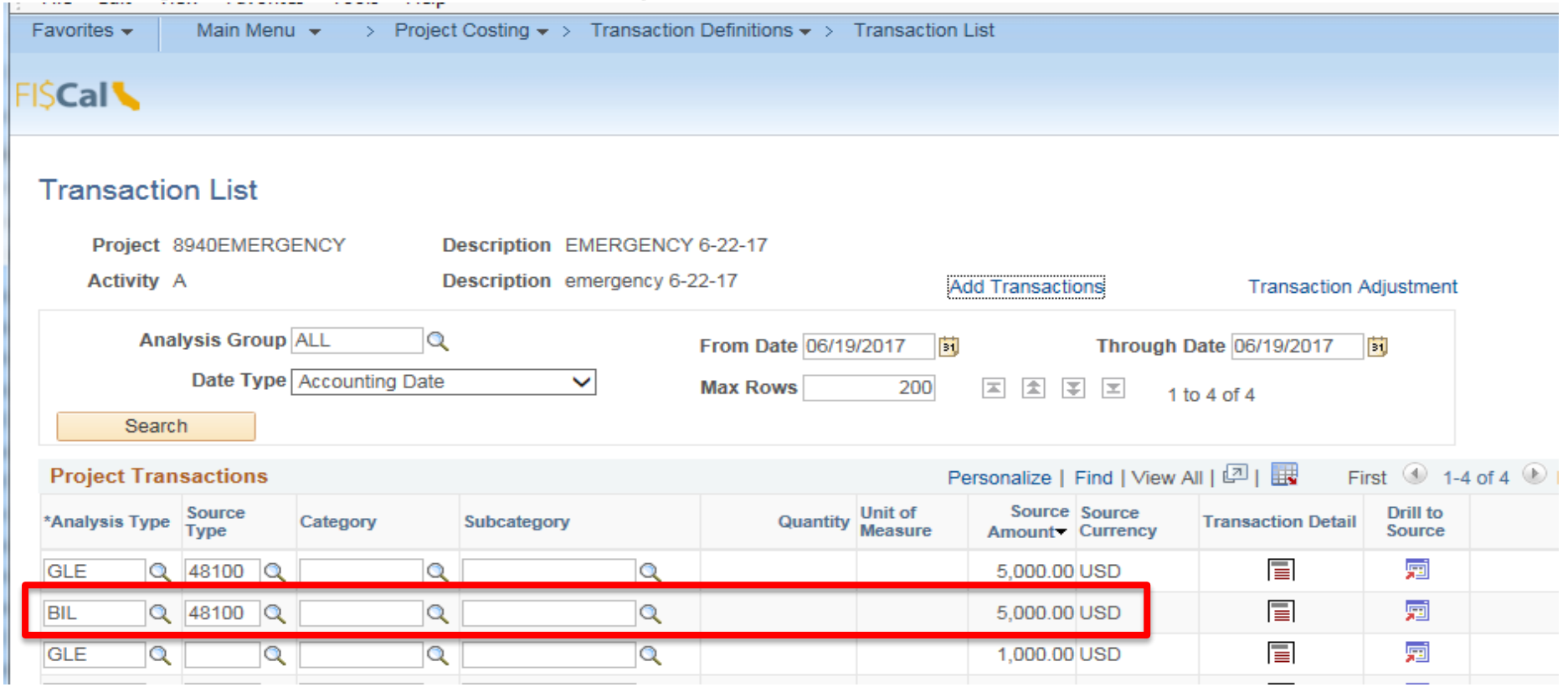


Step 8: Enter Customer Contract

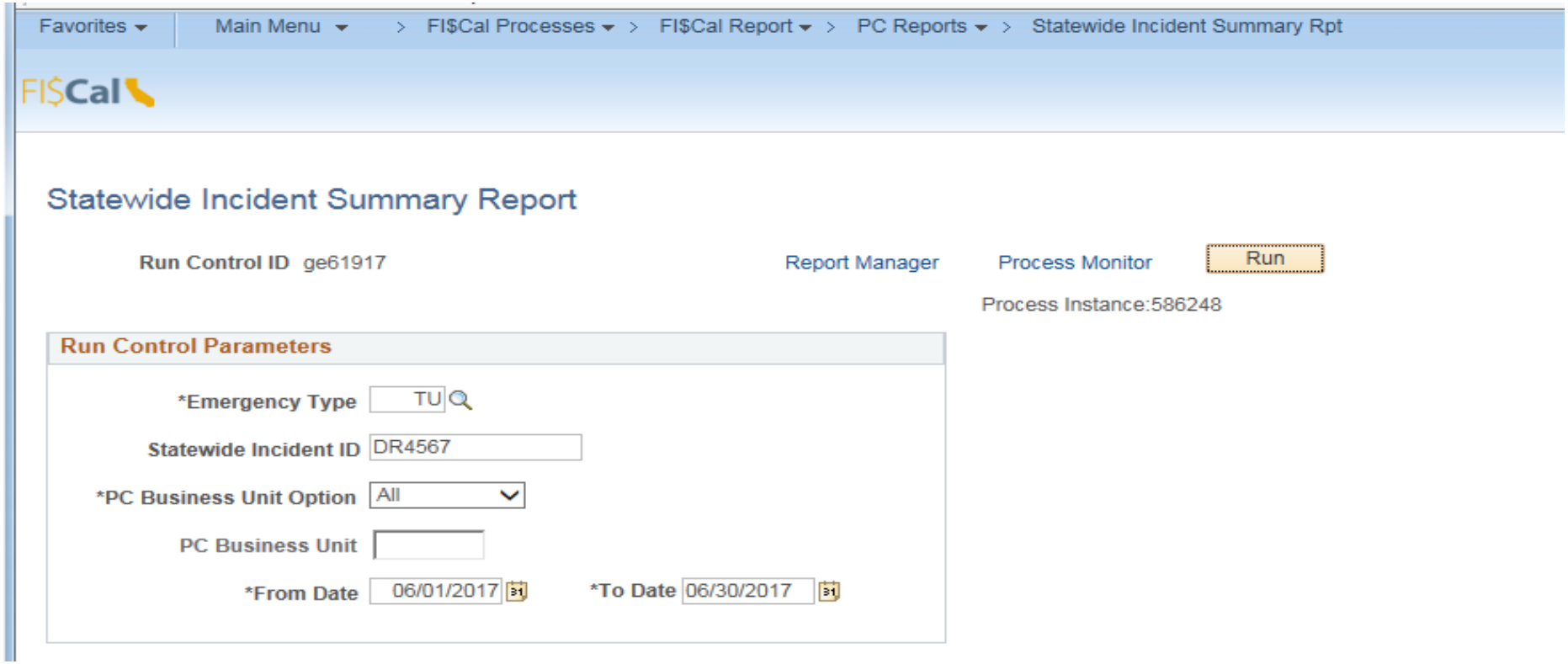


Note:
This step can occur earlier in the process - as soon as the sponsor (external funding source) is identified.

Step 9: Run Pricing for Billable Transactions



Step 10: Run Statewide Incident Report



Step 10: Run Statewide Incident Report (cont'd)

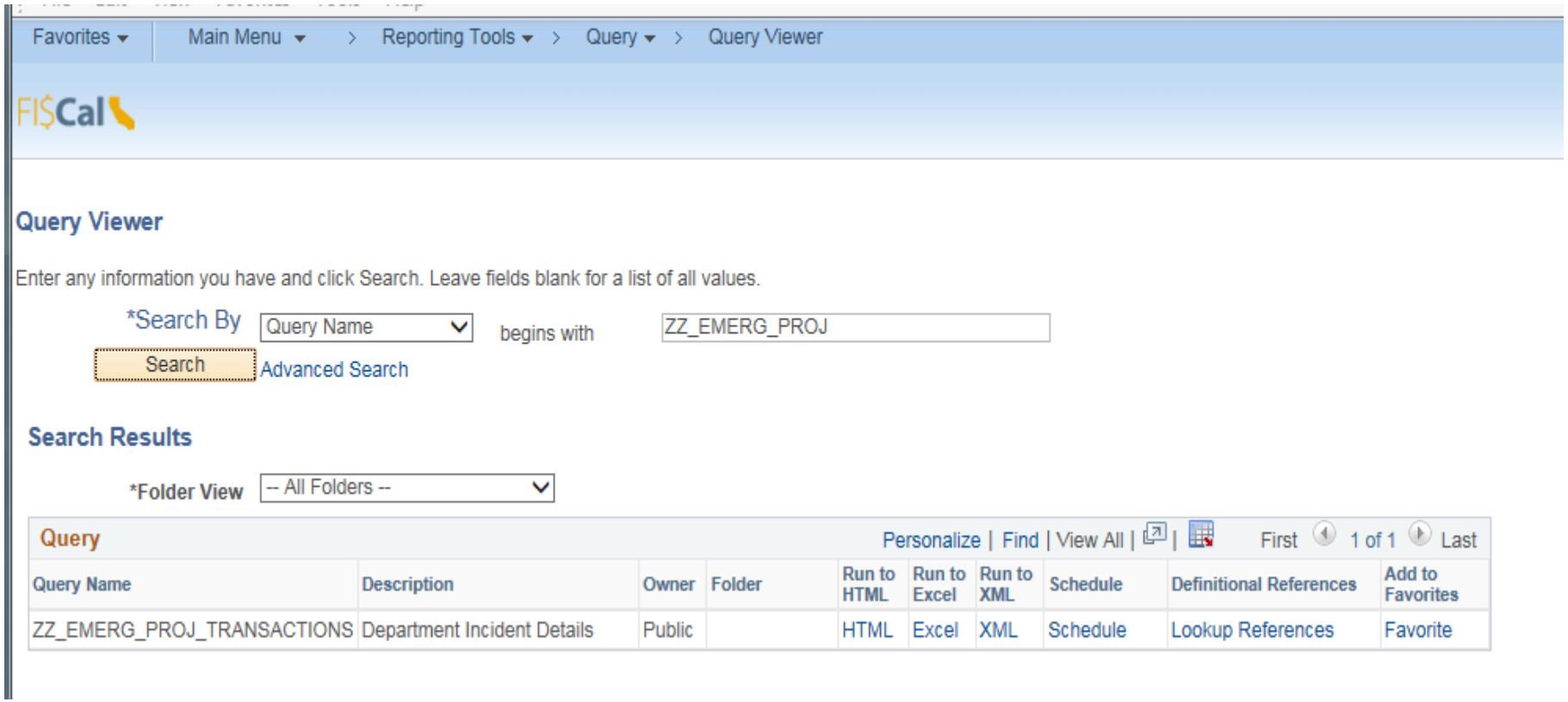
Report ID: RPTPC099
Emergency Type: Tsunami
Statewide Incident ID: DR4567
Date From: 05/01/2017
Date To: 06/30/2017

Statewide Incident Summary Report

Report Date: 6/19/2017
Report Time: 17:08:47

Business Unit	Project ID	Project Description	Fund	Budget	Encumbrance	Expenditure	Balance	Reimbursement
0690	EMERGENCY	Non-Grants Rate based	0890	0.00	0.00	30,000.00	-30,000.00	30,000.00
0690	EMERGENCY123	Non-Grants Rate based	0001	0.00	0.00	500.00	-500.00	0.00
			Sub Total BU	0.00	0.00	30,500.00	-30,500.00	30,000.00
8940	8940EMERGENCY	EMERGENCY 6-22-17	0001	0.00	0.00	6,000.00	-6,000.00	0.00
			Sub Total BU	0.00	0.00	6,000.00	-6,000.00	0.00
Incident Total by Fund			0001	0.00	0.00	6,500.00	-6,500.00	0.00
Incident Total by Fund			0890	0.00	0.00	30,000.00	-30,000.00	30,000.00
Incident Total				0.00	0.00	36,500.00	-36,500.00	30,000.00

Step 11: Run Dept Incident Report



Step 11: Run Dept Incident Report

ZZ_EMERG_PROJ_TRANSACTIONS - Department Incident Details

* PC Business Unit	8940
Project	8940EMERGENCY
Project Activity	A
*Statewide Incident Number	DR4567
*From Date	06/01/2017
*To Date	06/30/2017
*Date Type	A
Analysis Type	

View Results

Project Id	Project Description	Activity Id	Descr	Resource Id	Resource Id From	Analysis Type	Resource Type	Resource Category	Resource Sub Category	Transaction Description	Transact Date

Step 11: Run Dept Incident Report (cont'd)

Department Inci	4									
Project Id	Project Description	Activity Id	Descr	Resource Id	Resource Id From	Analysis Type	Resource Typ	Resource Categor	Resource Sub Categor	Transaction Description
8940EMERGENCY	EMERGENCY 6-22-17	A	emergency 6-22-17	G894000001402642017-06-1901	G894000001402642017-06-1901	GLE	48100			
8940EMERGENCY	EMERGENCY 6-22-17	A	emergency 6-22-17	G894000001402592017-06-1901	G894000001402592017-06-1901	GLE				
8940EMERGENCY	EMERGENCY 6-22-17	A	emergency 6-22-17	16564432	G894000001402642017-06-1901	BIL	48100			

Transaction Date	Accounting Date	Employee Id	Name	Voucher Id	Vendor Id	Name	PO Numbe	PO Reference ID	Invoice	CFDA	Ref Awd #	Customer Contract ID	Customer ID	CFDA Numb	P/N	C	Parent Project Number	User 4
6/19/2017	6/19/2017											EMERGENCY	00100004					
6/19/2017	6/19/2017											EMERGENCY	00100004					
6/19/2017	6/19/2017											EMERGENCY	00100004					

Account	Alternate Account	Descr	Ineligible Cos	Resource Quantity	Resource Amount	Reporting Structure	Fund Code	Program Cod	Description	Appropriation Reference	Enactment Yea	Agency Use	Service Location	Incident Date
5301400	5301400000	Goods - Other	N	0.00	5000.000	89401101	0001	6911	National Guard	001	2016			6/22/2017
5301400	5301400000	Goods - Other	N	0.00	1000.000	89401101	0001	6911	National Guard	001	2016			6/22/2017
5301400	5301400000	Goods - Other	N	0.00	5000.000	89401101	0001	6911	National Guard	001	2016			6/22/2017

Incident Number	Incident name	Emergency type	Incident Location	Operational Period From	Operational Period To	State Assembly District	State Senate District	Federal District	Departmental Lead
DR4567	San Francisco Tsunami	Tsunami	City and County of San Francisco	6/22/2017	6/23/2017	AD01	SD01	CA-01	0690
DR4567	San Francisco Tsunami	Tsunami	City and County of San Francisco	6/22/2017	6/23/2017	AD01	SD01	CA-01	0690
DR4567	San Francisco Tsunami	Tsunami	City and County of San Francisco	6/22/2017	6/23/2017	AD01	SD01	CA-01	0690

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